

**SACRAMENTO COUNTY DEPARTMENT OF HEALTH AND  
HUMAN SERVICES**

**CHILD PROTECTION SERVICES DIVISION**

**LOCAL EMERGENCY/DISASTER PLAN**

**January 29, 2010**

## **CPS Emergency/Disaster Plan**

1/29/10

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## **I. Background**

The primary purpose of the CPS Emergency Operations Plan is to enable CPS to respond to a local emergency or disaster and ensure that essential operations are maintained. Services will be provided to the extent possible given the scale and type of event.

Some emergencies or disasters, such as flooding, a bio-hazard incident, or a pandemic flu, may occur in phases and with some forewarning. Therefore, this plan is divided into three major sections: Alert Phase, Plan Activation, and Recovery.

This plan follows the structure of the Standardized Emergency Management System (SEMS). In the event of an emergency or disaster, the Deputy Director or her/his designee will activate the CPS Operations Center. CPS Program Managers or their designees must direct all communication and requests for assistance to the CPS Operations Center, which in turn will communicate with the DHHS Emergency Operations Center (DOC), which will communicate with the County Emergency Operation Center (EOC).

- The Telecom/Emergency number should be used initially to start communication with the EOC; it is 875-5600.
- Teresa Stahl, Assistant Emergency Operations Coordinator, can be contacted at 874-4671.
- Rick Martinez is the County EOC Coordinator; his telephone number is 874-4670.
- Note: CPS staff does not evacuate children or families, that is a responsibility for the fire department, law enforcement, or the National Guard.

Best business practices and general preparation for a disaster or emergency dictates that all staff has current home/emergency telephone numbers and addresses on file. In addition, the consistent use of field sheets, carrying activated cell phones and pagers must also be reinforced.

State regulations require foster care providers to have an emergency plan in place, which includes an alternate location. The Sacramento County Kinship Unit has agreed to require NREFM families to also have a disaster/emergency plan in place.

Finally, it is important that Program Managers identify disaster response teams within their respective programs to assist in completing emergency or disaster related tasks.

## **II. Division's Mission**

During a local disaster/emergency the Division's primary mission objectives are the following:

- Locate and continue to provide services to all foster children in the Agency's care, with prioritized response to the most vulnerable, including medically fragile and disabled.
- Continue to provide essential services, for example, emergency response; and continue day-to-day operations to the extent possible given the scale and type of event.

- Ensure the safety and well-being of unaccompanied minors until they are reunited with parents or other family members.
- Respond, as appropriate, to new child welfare referrals of child abuse or neglect.

### III. Alert Phase

#### A. Deputy Director/Division Managers Responsibilities

- ☐ Assess the impact of the disaster/emergency on the Division.
  - ✓ Evaluate the potential impact on essential services; e.g., Emergency Response Services; providing on going services to families, providing services to new families/children entering the system, juvenile court.
  - ✓ Depending on the scope of the disaster/emergency begin to prioritize essential services and prioritize staffing of services and functions:
    - Consider re-assigning non-case carrying staff to support essential services.
- ☐ Begin to evaluate the need for alternative locations for programs.
- ☐ Begin to determine the number of staff that can work from home by using VPN.
  - ✓ *Contact MIS and submit the paperwork to initiate the process. See Attachment D*
- ☐ Monitor the situation and **decide if and when to activate the CPS Operations Center.**
- ☐ Select a location for the CPS Operations Center and forward the CPS Operations Center telephone numbers and fax numbers to all program managers.

#### B. Program Managers Responsibilities

- ☐ Identify a program specific disaster/emergency response team that will assist the manager with the implementation of the program's response to the emergency/disaster, e.g., supervisors, clerical staff, etc.
- ☐ Begin to evaluate the impact of the disaster on staffing and services, e.g., a large number of social work staff may be at home ensuring the safety of their own families.
- ☐ Begin to identify staff that will respond to the disaster.
  - ✓ ER Program Managers – identify staff that may be dispatched to local emergency shelters to provide services to children separated from family. (See Repatriation Plan)
  - ✓ ER Program Managers – begin to formulate a plan to staff the hotline and to dispatch staff to investigate new allegations of abuse/neglect.
  - ✓ FR and placement programs– identify staff that will assist in identifying medically fragile foster children and contacting their foster care providers as well as providing essential services, such as completing court reports, making face to face contacts, etc.

- ✓ FR and Permanency Services (PS) – verify the location of all children placed in FR and PS through Interstate Compact (ICPC).
- ✓ Foster Care Licensing/Day Care Licensing (CPS Foster Care Placement Unit) - begin to identify additional foster care placement vacancies as well as additional space in the Children's Receiving Home or Foster Family Agencies (FFA).
- ❑ Assess the impact of the disaster/emergency on children and families receiving services, e.g., identify geographic area(s) that may be impacted as well as the number of foster families and foster children.
  - ✓ Consult Safe Measures Emergency Management section for maps and zip code listings of foster care providers and foster children living in areas affected by the disaster/emergency.
  - ✓ Identify medically fragile children. Contact the CWS/CMS Unit at 874-5213 to request a report and/or have social workers identify medically fragile children on their caseloads.
- ❑ Identify children with critical needs that may require evacuation assistance, e.g., non-ambulatory, medically fragile.
  - ✓ Create a list:
    - 1) Direct social workers to identify children with critical needs and/or contact CWS/CMS at 874-5213 to run a report.
- ❑ Direct staff to contact foster care providers of medically fragile children in the identified area(s), and determine if the foster care providers may require assistance evacuating.
  - ✓ Direct the foster care providers, who must evacuate and relocate, to call the toll free number **1-866-410-6164** and leave their name, the names of the child(ren) in their care, where they are located and a telephone number, if they are unable to speak directly to their social worker.
  - ✓ Note: The toll free telephone line is located at ASC in the main reception area of suite 700. If we want to move the line to a different location, it will take about a day for a technician to move the telephone number.  
This line has a voice mail box and a telephone tree, which allows us to provide a list of options to callers.
- ❑ Verify the location and availability of all staff.
  - ✓ Request a program specific personnel list from CPS Administration Position Control, FQ30, telephone #875-0120. *See Attachment A.*
- ❑ Contact and inform the Juvenile Court about the potential impact of the disaster/emergency on services.
- ❑ Direct inquiries from the media/newspapers to the Public Information Officer.

- ☐ Begin to identify the location of possible county emergency shelters and identify CPS staff that may be dispatched to the shelters to serve foster children or dislocated children not in the care of an adult. Refer to CPS Repatriation Plan.
- ✓ Contact the Department of Human Assistance Disaster/Emergency Plan Coordinator at 875-3655 or cell phone 531-1125 for the planned emergency or disaster shelter locations.
- ✓ Or, contact County EOC at 875-5600 for planned shelter locations.

### **C. Supervisors Responsibilities**

- ☐ Verify the location of all staff and forward the information to the program manager.
- ☐ Identify medically fragile children that may require evacuation assistance, e.g., non-ambulatory. Note: Social work staff does not evacuate families and children; this is the responsibility of law enforcement, fire department, National Guard.
- ✓ Direct social workers to contact the foster care providers of medically fragile children to determine if they may require assistance to evacuate.
- ✓ Also, instruct social workers to remind the foster care providers, who must relocate, to call the agency's toll free number **1-866-410-6164**, if they are unable to speak to their social worker directly and leave their name, the children's names, their location and telephone number.
- ✓ **Note:** This line is located in the main reception area in suite 700 at ASC. It will take about a day to move the line to another location. The line has a large mailbox as well as a telephone tree, which also allows us to present options to callers.
- ☐ Evaluate the workload and begin to identify the resource/staffing needs and forward the information to the program manager.

## **IV. Plan Activation**

Note: The Deputy Director or her/his designee shall make the decision to activate the plan and to activate the CPS Operations Center.

### **A. CPS Operations Center**

- ☐ Division Mangers or their designees report to the CPS Operations Center as well as the Managers for CPS Administration, CPS Program Administration, Budget, and the Public Information Officer.
- ☐ The Deputy Director or Incident Commander will designate a division manager as a backup to assume the role of Incident Commander, if the Deputy Director is unavailable.
- ✓ See Attachment B for division's management succession
- ☐ Deputy Director or designee assigns tasks to Division Mangers and administrative program managers; e.g. planning, operations, finance.

❑ CPS Operations Center Staffing Position Responsibilities:

- ✓ Incident Commander – Deputy Director or her/his designee. (Laura Coulthard, Melinda Lake, Kim Pearson, Luis Villa)
  - Establish the CPS Operations Center and forward the information to all program managers
  - Manage overall response
  - Operations, Planning, Logistics, Finance and Public Information Officer report to Incident Commander
  - Coordinate all staff
  - Approve requests for procurement and release of resources
  - Authorize release of information by Public Information Officer
  - Approve plan for demobilization
- ✓ Planning Officer (Division Manager - Kim Pearson, Bambi Rethford and ASOs)
  - Responsible for collection, evaluation, dissemination and use of information about current operations.
  - Establish information requirements and reporting schedules for all programs needed in preparing action plan.
  - Identify needs for use of specialized resources
  - Perform operational planning
  - Prepare and distribute Incident Commander's orders
- ✓ Operations Officer (Division Managers – Melinda Lake and Luis Villa, Joni Edison and Planners)
  - Responsible for management of all operations directly applicable to the primary mission.
  - Brief and assign operations personnel in accordance with disaster plan.
  - Develop operations section of plan.
  - Review suggested list of procurement or release of resources for the CPS Operations Center.
  - Assign specific tasks to staff.
  - Monitor progress of work and make suggested changes when necessary.
- ✓ Finance Officer (FP00 - Hermia Chow and ASOs)
  - Responsible for all financial and cost analysis.
  - Track all expenditures, with special attention to possible reimbursable items.
  - Determine need for time recording for personnel.
  - Prepare and sign all contracts for goods and services.
- ✓ Public Information Officer (Laurie Slothower)
  - Establish and maintain single contact point for media
  - Prepare initial information summary.
  - Arrange appropriate contacts between media and the CPS Operations Center.
- ✓ CPS Operations Center Forms – see attachment E
  - Forms are available on DHHS Administration Intranet Page.

- Click on Emergency Operations, next click on disaster planning forms.
- ☐ Identify essential CPS services/functions: For example, continue to receive reports of child abuse/neglect, investigate reports of abuse/neglect, provide services to children placed in foster care, etc.
  - ✓ Refer to Attachment C for program specific recommendations.
- ☐ Identify services/functions that may be temporarily discontinued depending on the scope of the disaster and the availability of staff, e.g. reassign out-stationed staff, and non-case carrying staff, etc.
  - ✓ Re-assign staff to ensure that essential services are available to children, families and the community.
  - ✓ Refer to Attachment C for program specific recommendations

## **B. Program Managers Responsibilities**

- ☐ Activate your program specific disaster/emergency response team that will assist in managing the disaster/emergency.
  - ✓ Designate a backup who will function as the program manager, if the program manager is unavailable.
- ☐ Verify the location of all your staff. Forward the information to CPS Command Center.
  - ✓ *Use attachment "A". Obtain program specific personnel list from CPS position control, worker code FQ30, at 875-0120*
- ☐ Identify staffing and service needs and forward the information to the CPS Operations Center.
  - ✓ ER Program Managers – staffing the hotline, investigating new allegations, dispatching staff to local shelters to provide services to children separated from family. (See Repatriation Plan)
  - ✓ FR and Permanency Services – Identify staff that will assist in contacting the foster care providers for medically fragile children and continue to provide essential services.
  - ✓ FHL Manager – identify available emergency placements.
- ☐ Assess the impact of the disaster/emergency on services and forward the information to the CPS Operations Center.
- ☐ FR and Permanency Services Managers - Identify and create a list of children with critical needs in the identified zip codes, e.g. non-ambulatory, medically fragile.



- ✓ Consult Safe Measures to view a map of the disaster/emergency area and obtain a list by zip code of foster care providers and foster children impacted by the disaster/emergency.
  - ✓ Direct social workers to identify the medically fragile children on their caseloads.
  - ✓ Contact the families and determine if they require evacuation assistance and direct the families to call **1-866-410-6164** if they relocate and are unable to contact their social worker.
  - ✓ Forward requests for evacuation assistance to the CPS Operations Center
  - ✓ Note: The **1-866-410-6164** telephone number is located in ASC Suite 700, the main reception area. The number can be moved to another location; however, it will take about a day for a technician to move the number.
- ☐ FR and Permanency Services Managers - **Obtain a list of all children placed through ICPC in Sacramento County and living in the impacted area(s).** (Cases are located in FR, Adoption, Permanency Services, and each program has one social worker assigned to manage the cases).
- ✓ Contact the ICPC Coordinator at **875-0113** and/or CWS/CMS at **874-5213** to obtain the list.
  - ✓ Direct the social workers to contact the foster care providers to determine if they require assistance as well as inform them about calling the agency's toll free number **1-866-410-6164** in the event they must relocate and leave their name, names of the children, location and telephone number, if they are unable to speak to their social worker directly.
  - ✓ Forward a status report to the CPS Incident Command Center which in turn will forward the information to the ICPC Coordinator who will forward the information to CDSS.
- **The ICPC Coordinator** shall contact the State ICPC Coordinators for each child and provide a brief status report.
- ☐ Inform the Juvenile Court about the impact of the disaster/emergency on CPS.
- ☐ Direct all media/newspaper requests for information to the CPS Operations Center.
- ☐ Forward requests for assistance, additional resources, or requests for evacuations to the CPS Operations Center.
- ☐ **Re-Directing Incoming Telephone Calls For Absent Staff Or When Re-Locating A Program To Another Site.**
- ✓ **For absent staff:** call Telecom at **875-6611** and request that a message is put on the identified telephones with instructions where to call.
  - ✓ **Moving program operations to another location/ building:**
    - Call Telecom at **875-6611** and say that this is an emergency and to place a message with instructions to call another identified telephone number on all the telephones.
    - Forward the location's telephone roster to Telecom via e-mail – [telecomtsrmailbox@saccounty.net](mailto:telecomtsrmailbox@saccounty.net).

### **C. Supervisors Responsibilities**

- ☐ Verify location of all staff and forward the information to the program manager or their designee.
- ☐ Collect the names and create a list of all **children with critical needs** in identified zip codes, e.g., non-ambulatory, medically fragile. Forward list to the program managers.
- ☐ Direct social workers to contact the foster care providers of the **children with critical needs** and determine if the families need assistance to evacuate.
  - ✓ Direct Social Workers to inform foster care providers to call **1-866-410-6164** and the leave their name, the name(s) of the children, their location and telephone number, if they have relocated and are unable to speak to their social worker directly.
  - ✓ Forward the names of caretakers, who may require assistance, to the CPS Operations Center.
- ☐ Assess the impact of the disaster/emergency on the unit's workload.
- ☐ Assist the program manager or their designee in completing their assigned responsibilities, as listed above.

### **D. Response Team And Staff Callout**

The time of day and day of the week play a significant role in notifying staff to assist with emergency or disaster relief. A DHHS priority is that staff must first ensure their own families' safety. Staff roles may include remaining at or reporting to work at a CPS location or reporting to an emergency shelter.

#### **1. Workday Hours**

The CPS management, in coordination with the DOC and the EOC, will define the staffing needs in response to a pending or in-progress emergency or disaster. The following reflects the steps to be taken during workday hours.

- County Emergency management will determine if opening of the EOC is necessary and to what level.
- DOC or EOC respondent will notify available division management of the emergency/disaster response. (See Attachment C – CPS Management Telephone Tree)
- Available CPS management will direct supervisors to contact staff from each program to assist with the immediate response and projected need.
- In the event CPS management is informed of an emergency directly, they will notify DHHS Administration. Subsequently DHHS management would open the DOC and notify the EOC.

#### **2. After-hours or weekends**

Procedures for contacting staff after hours or weekends will rely heavily on telephone/cellula availability. The following reflects the steps to be taken during after hours or weekends:

- EOC or DOC notifies CPS management of the emergency and the opening of the DOC and EOC.
- CPS management will contact available supervisors at home, according to the level response needed, and request that supervisors call staff at home. Staff called first will be those not in the effected areas. However, any staff person may be called, if needed.
- Staff will respond according to direction by reporting to a CPS worksite, shelter sites, or remaining available for further direction.

### **3. Contacting staff in the absence of telephone service**

CPS management and supervisors will attempt to contact staff via cellular telephone or pager. In the absence of phone services, staff members are instructed to:

- Listen to emergency messages on radio (KFBK 1530 AM) or television.
- Report to an evacuation shelter if requested or instructed by Law Enforcement or other governmental official, such as, but not limited to , the military, FEMA, or county management.
- If county staff are unable to report for duty, they are instructed to contact the department, if possible, informing their supervisor or management

## **V. Recovery**

### **A. Program Managers/Supervisors**

- ☐ Identify, locate, and continue to provide services to all foster children.
  - ✓ Forward a status report to the CPS Operations Center.
- ☐ Direct social workers to contact the biological parents/guardians of children in foster care and let them know the status of their children.
- ☐ Identify staff who may be dispersed or who have not returned to work and forward the information to the CPS Operations Center.
- ☐ ICPC cases are located in Adoption, FR, and Permanency Services.
  - ✓ Verify the location of the children and forward a status report to the Sacramento County ICPC Coordinator.
  - ✓ ICPC Coordinator or a designee will forward information to sending states ICPC Coordinators and California Dept. of Social Services.
- ☐ Identify and provide additional supportive services, as needed, to staff foster children and foster families, e.g., supplies, assistance locating housing, mental health service, etc.

**B. CPS Operations Center**

- ☐ Complete an emergency/disaster summary report
- ☐ Complete a financial report – expenses.
- ☐ Contact CDSS and forward a final status report; e.g., all children are accounted for, number of children reunited or not reunited with their families, status of ICPC placed children, etc.
- ☐ De-activate the CPS Operations Center

## Attachment A

### \* Program Specific Personnel List

Request current list from CPS Administration Position Control Staff Person (FQ01)

## Attachment B

\* Division Management Succession

## Attachment C

\* Essential Operations by Program

## Attachment D

\* Web based e-mail access for staff that can work from home.

Forward one referral form for each employee to DHHS – IT. Note: It is estimated that it will take up to two days to complete 50 requests.



## Attachment E

\* Incident Command Center Forms

## Attachment F

\* Emergency Operations Status Report

## Attachment G

### \* CPS Management Telephone Tree

**Note:** Contact Vicky Madsen at 875-0120 to obtain the Critical Incident Management list and telephone numbers. Or pull the list of managers out of the Critical Incident Binder. The following telephone numbers are included on the list: home, work, and cell.

## Attachment H

\* Preparing for Pandemic Flu

Date: January 27, 2010

**County & Agency Name:** Sacramento - Sacramento County Probation Department

**Name/Title:** Karen Dodrill, Probation Division Manager - Placement  
(Person Managing/Overseeing Emergency Plan Implementation)

**Phone:** 916-875-0133

**E-mail Address:** dodrillk@saccounty.net

**Probation Disaster Response Criteria:**

**A. Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:**

1.	Essential Function: Process Description:	Identification and location process of children who may be displaced  <u>Probation:</u> For children placed in out of home care, Probation will use a report from Placement Juveniles with Address Information and the Probation PIP System our department's case management system which will entail the minor's name, date of birth, placement location with address and telephone information. The report will also provide the minor's legal guardian and their contact information.
2.	Essential Function: Process Description:	Communication process with child care providers  <u>Probation:</u> Care providers will be contacted by land-lines, cell phones, faxes, face-to-face, mail, and/or law enforcement will be used. When probation children are placed in out of home care, the care providers are instructed to contact the Youth Detention Facility (YDF) or Juvenile Hall (916) 876-9304 as it is a 24 hour facility who will in turn contact the Division Chief Deputy Probation Officer of the Placement Unit.
3.	Essential Function: Process Description:	Identification of evacuation procedures – Event known in advance  <u>Probation:</u> Probation will contact care providers and identify needs. Probation will collaborate with care providers to ensure needs are met. Probation youth and care providers are also advised to contact the YDF - JH who will have copies of emergency plans.
4.	Essential Function: Process Description	Identification of evacuation procedures – Event not known in advance  <u>Probation:</u> Probation will contact care providers and identify needs. Care Providers are required to have an emergency plan which includes alternative sites in case their home has to be evacuated. Probation will collaborate with care providers to ensure needs are met. Probation youth and care providers are also advised to contact the YDF-JH who will have copies of emergency plans.
5.	Essential Function: Process Description	Identification of shelters  <u>Probation:</u> The Department of Human Assistance (DHA) is responsible for identifying and setting up emergency or disaster shelters in collaboration with the Disaster Service Section of the California Department of Social Services. A contact person will be established in DHA. The Youth Detention Facility/Juvenile Hall will be available to

		provide shelter as needed for minors.
6.	Essential Function: Process Description	<p>Parental notification procedures</p> <p><u>Probation:</u> Probation will notify parents by land line, cell phone, fax, face-to-face or by law enforcement if it is unsafe for Probation staff. Probation staff will advise parents of the whereabouts and welfare of their children.</p>
7.	Essential Function: Process Description	<p>Alternative processes for providing continued services</p> <p><u>Probation:</u> The probation department as a branch of law enforcement should have the ability to access our youth in the event of a natural disaster.</p>

8.	Essential Function Process Description	<p>Staff assignment process</p> <p><u>Probation:</u> An updated list of Probation personnel will be kept in the office of the Placement Division Chief. The Placement Division Chief Deputy in consultation with Assistant Chief Probation Officer will make assignments to continue mandated services. Probation employees are to report to their normal place of employment unless informed otherwise.</p>
9.	Essential Function Process Description	<p>Workload planning</p> <p><u>Probation:</u> Regular business practice will be carried out as much as possible. To handle critical functions, the Probation Assistant Chief will direct work to the Placement Division Chief Deputy. The Probation Division Chief Deputy will direct work to Supervising Probation Officer (SPO) who will relay to line staff.</p>
10.	Essential Function Process Description	<p>Alternative locations for operations</p> <p><u>Probation:</u> Primary location- Business Park, Placement Office. The probation department has other program locations within Sacramento County. Office relocation as determined by the Assistant Chief Probation Officer.</p>
11.	Essential Function Process Description	<p>Orientation and ongoing training</p> <p><u>Probation:</u> Orientation and ongoing training will take place at any of the outlying Probation offices.</p>

**B. Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:**

1.	Essential Function: Process Description:	N/A
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**C. Remain in communication with caseworkers and other essential child welfare/probation personnel who are displaced because of a disaster:**

1.	Essential Function:	Communication Structure – staff [within the agency]
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	Process Description:	<u>Probation:</u> Staff is directed to report to normal workstations and contact their supervisor. If their workstation is unavailable staff are directed to contact their SPO via cell-phone for direction. The SPO is to report to the Division Chief and the Division Chief is to report to the Probation Assistant Chief.
2.	Essential Function	Communication structure –probation personnel (phone tree)
	Process Description	<u>Probation:</u> Probation communication structure will be the Probation Assistant Chief to the Division Chief to the SPO, and the SPO to line staff.
3.	Essential Function:	Communication structure – contracted staff
	Process Description	<u>Probation:</u> Probation Placement does not utilize contracted staff.
4.	Essential Function:	Communication process when all normal channels are unavailable
	Process Description	<u>Probation:</u> Probation will attempt face-to-face communication. Probation will also seek assistance from the County Office of Emergency Operation Center (EOC) for other modes of communication.
5.	Essential Function:	Communication frequency (occurrences)
	Process Description	<u>Probation:</u> Communication frequency will occur daily or as often as necessary to carry on Probation mandated services.
6.	Essential Function:	Communication with media
	Process Description	<u>Probation:</u> Probation communication structure will be the Probation Assistant Chief to the Division Chief to the SPO, and the SPO to line staff.
7.	Essential Function:	Communicate with volunteers (student interns)
	Process Description	<u>Probation:</u> Probation will communicate with volunteers/student interns by land lines, cell phones, faxes, mail, and/or face-to-face contacts.
8.	Essential Function	Establishment of a toll-free number prior to disaster (include TTY)
	Process Description	<u>Probation:</u> The Youth Detention Facility/ Juvenile Hall are a 24 hour staffed facility; all youth, family and care providers are provided with the telephone number.

**D. Preserve essential program records:**

1.	Essential Function:	Record preservation process
	Process Description:	<u>Probation:</u> Probation's case management system PIP is automatically backed up by County Information Technology (IT) on a regular basis.
2.	Essential Function	Use of off-site back-up system

Process Description

Probation: Probation's IT system (PIP) is backed-up off site. Information taken during a disaster would be entered using air card lap tops and/or hard copies kept for later input into the case management system.

**E. Coordinate services and share information with other states:**

1.	Essential Function: Process Description:	Interstate Compact on the Placement of Children reporting process <u>Probation</u> : A Business Objects Report will be used to identify ICPC courtesy supervised children in the County. County will notify the State ICPC Administrator of the status of ICPC children. The ICPC coordinator will continue to process mandated forms (100 A & B) and assist with the return of children to other states if needed for their safety. Telephones, e-mail, or faxes will be used.
2.	Essential Function: Process Description	Mental Health providers Probation will contact local mental health providers that provide services to Probation families and children. Coordination with Department of Health and Human Services Mental Health Division.
3.	Essential Function: Process Description	Courts Probation will communicate with the court by use of land lines, cell phones, faxes, mail, special delivery, or face to face communication to the court.
4.	Essential Function: Process Description	Federal partners Probation will communicate with the State CDSS.
5.	Essential Function: Process Description	CDSS Probation will communicate directly by use of land lines, cell phones, faxes, mail, or special delivery with the CDSS.
6.	Essential Function: Process Description	Tribes <u>Probation</u> : The tribes and state ICWA representative will be advised in as timely a manner as possible of the location and well being of children served. currently N/A
7.	Essential Function: Process Description	Volunteers <u>Probation</u> : the use of land lines, cell phones, faxes, face-to-face or other means for coordinating services.